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 Date 16 JAN 1979 By: 623

MEMORANDUM FOR THE RECORD

SUBJECT: Separation Procedures

1. The relationship of the roles of the Director of Personnel and of [REDACTED] Assistant to the Deputy Director (Support), in proposed administrative separations was discussed by these officers on 17 April 1977. It was agreed that the following procedures would be adopted to apply to cases identified through the Selection Board and, on a trial basis, to all proposed administrative separations:

a. Initiation:

Cases will come to the attention of the Director of Personnel through various means as at present—some will be identified through Fitness Reports, direct supervisory action, and Selection Board, for example. The preliminary review of each case, including the determination of the appropriate authority under which the case will be considered, the preparation of charges in collaboration with supervisory officials, and the preferment of charges will be the responsibility of the Director of Personnel.

b. Hearing and Review:

After charges have been preferred, the case will be referred to the Assistant to the Deputy Director (Support) who will conduct hearings and review the case either in the capacity of Chairman of an Advisory Committee appointed pursuant to Regulation [REDACTED] General Separation Actions, or of a Special Employment Review Board, depending on the authority under which the case is being considered.

c. Recommendation:

The Assistant to the Deputy Director (Support) will recommend action to the Director of Personnel in cases processed under the regular authority for administrative separations or to the Director of Central Intelligence in cases processed under Section 102(c) of the National Security Act of 1947.

d. Decision:

Decision as to separation or retention will be made by the Director of Central Intelligence or the Director of Personnel according to the authority under which the case has been processed. In either case the Director of Personnel will be responsible for notifying the employee and appropriate supervisory officials of the decision. If the case results in separation, the out-processing of the individual will also be the responsibility of the Director of Personnel.

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c. Appeals:

An employee who is to be separated as a result of decision by the Director of Central Intelligence or of the Director of Personnel may appeal that decision on the record to the Director of Central Intelligence.

2. The procedures outlined above are in harmony with present procedures. The principal difference is that the Assistant to the Deputy Director (Support) will be appointed as voting Chairman of each Advisory Committee appointed pursuant to [redacted] and will select two committee members from a roster of appropriate officers. The principal difference between these procedures and those proposed in a revision of [redacted] which is now in coordination is to refer cases under Section 102 (c) directly to an Employment Review Board for hearing rather than to an Advisory Committee for hearing and referral to an Employment Review Board for recommendation on the record.

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*15/*  
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Assistant to the  
Deputy Director (Support)

*15/*  
Gordon E. Stewart  
Director of Personnel

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APPROVAL: *15/* [redacted]  
Deputy Director (Support)

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